



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 11170.1H
4/Memorial Affairs

18 FEB 2005

USNA INSTRUCTION 11170.1H

From: Superintendent

Subj: NAVAL ACADEMY CEMETERY AND COLUMBARIUM

Encl: (1) USNA Cemetery Foundation Order (Rev. 2-05)
(2) Columbarium Niche Cover Inscription Information (USNA DMC 11170/1 (Rev. 2-05))

1. Purpose. To prescribe the rules and regulations for the operation and maintenance of the Naval Academy Cemetery and Columbarium.

2. Cancellation. USNA Instruction 11170.1G. This directive is a complete revision and should be reviewed in its entirety; no specific markings appear because changes are extensive.

3. Responsibilities

a. Deputy/Chief of Staff oversees the operation of the cemetery and the columbarium, including determination of eligibility for burial and inurnment, gravesite reservations, funeral and burial/inurnment arrangements, and policy determination.

b. The Memorial Affairs Coordinator (MAC) serves as assistant to the Deputy/Chief of Staff for coordination of daily operations of the cemetery and columbarium.

c. The Public Works Officer (PWO) maintains proper care of the cemetery/columbarium grounds and roads, which includes trimming of grass, pruning of shrubs and hedges, thinning of trees, raking of leaves, removal of debris, opening and closing graves/niches, inspection and approval of monument installation, and the suitable ceremonial appearance of the gravesite during funerals.

d. The President, Naval Academy Alumni Association collects fees to defray the cost of engraving the niche covers, negotiates the necessary contracts for accomplishment of the engraving, negotiates and administers contracts for columbarium repairs.

e. The Multimedia Support Center (MSC) photographs columbarium niche covers upon request and forwards photographs to the MAC.

4. Eligibility for Burial and Inurnment

a. Burial

(1) Those eligible for burial in the Naval Academy Cemetery are:

(a) Officers, midshipmen, or enlisted personnel of the Navy or Marine Corps on active duty at the Naval Academy; Naval Station, Annapolis; or Naval Medical Clinic, Annapolis.

(b) Those Naval Academy graduates who have served on active duty with the rank of Rear Admiral or Brigadier General, or senior thereto, and such others as the Secretary of the Navy or the Superintendent may designate.

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(c) Unremarried spouse of an officer or enlisted personnel of the Navy or Marine Corps who is buried or eligible to be buried in the Naval Academy Cemetery. In the event the spouse remarries, his or her eligibility is automatically terminated.

(d) Any officer, former officer, or enlisted personnel of the Navy or Marine Corps whose spouse is buried in the Naval Academy Cemetery.

(e) Stillborn and infant children of officers or enlisted personnel on active duty at the Naval Academy; Naval Station, Annapolis; or Naval Medical Clinic, Annapolis may be buried in a specific lot reserved for such cases. For purposes of this regulation, an infant is considered to be a child who has not reached seven years of age.

(f) Graduates of the Air Force Academy or West Point who cross-commissioned to the Navy or Marine Corps and completed 20 years of commissioned service with the rank of Rear Admiral or Brigadier General, or senior thereto.

(2) Those eligible to make a reservation for future burial in Sections 9 and 10 of the Naval Academy Cemetery are Naval Academy graduates who have served on active duty with the rank of Rear Admiral or Brigadier General, or senior thereto, and such others as the Secretary of the Navy or Superintendent may designate. Individual lots in Sections 9 and 10 are not reserved in advance. They are assigned sequentially at the time of need.

(3) Nothing in these regulations will change or alter cemetery reservations and commitments made under previous regulations.

b. Inurnment

(1) Those eligible for inurnment in the Naval Academy Columbarium are:

(a) Officers, midshipmen, or enlisted personnel of the Navy or Marine Corps on active duty at the Naval Academy; Naval Station, Annapolis; or the Naval Medical Clinic, Annapolis.

(b) All Naval Academy graduates honorably discharged/retired from the service.

(c) Unremarried widow(er) of one inurned or eligible for inurnment in the Naval Academy Columbarium. Such inurnments will be in the same niche as the spouse.

(d) Stillborn and infant children of officers or enlisted persons on active duty at the Naval Academy; Naval Station, Annapolis; or the Naval Medical Clinic, Annapolis. For purposes of this regulation, an infant is considered to be a child who has not reached seven years of age. Such inurnments shall be in the same niche as the eligible sponsor.

(e) Unremarried widow(er) of Naval Academy graduates who have no known grave (i.e., lost at sea, etc.).

(f) Civilian faculty members who complete at least 20 years service at the Naval Academy and are associate or honorary members of the Naval Academy Alumni Association.

(g) Graduates of the Air Force Academy or West Point who cross-commissioned to the Navy or Marine Corps and completed 20 years of commissioned service.

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(h) Others whose inurnment is specifically approved by the Superintendent.

(2) There shall be no reservations for future inurnments in the Naval Academy Columbarium. Niches are assigned sequentially at the time of need.

5. Gravesites/Niche Assignment

a. Gravesites

(1) All vacant gravesites in Sections 1-8 are assigned at the discretion of the Secretary of the Navy or Superintendent.

(2) Sections 9 and 10 will be used for burial of eligible personnel. Upon notification of the death of the eligible person, the PWO will assign the next available gravesite, sequentially and in numerical order. Advance reservations for specific lots will not be permitted. Monuments are not allowed to be placed on assigned gravesites until there is an interment on the lot.

(a) Vaults: For full burials, single casket concrete vaults supplied by the government will be used. Next of kin may choose to provide vaults at their own expense. These vaults must be approved by the PWO and delivery coordinated with the MAC. Vaults for cremation burials will be supplied by the government.

(b) Lots: Full burial, single width lots measure 4' wide by 10.5' long, double-width lots measure 8' wide by 10.5' long. Dimensions of cremation interment lots vary by site.

b. Monuments

(1) Government furnished VA monuments/markers: For eligible persons, a government upright headstone or flat marker is furnished and installed without cost for each interment. Flat Markers, whether stone or bronze are installed flush with the ground. Detailed information regarding size and type of stone and authorized inscriptions is available from the MAC or on line at www.cem.va.gov. Requests for government headstones or markers will be made through the MAC.

(2) Privately furnished monuments/markers, if approved by the MAC, are permitted. Requests for approval must be made using the USNA Cemetery Foundation Order Form, enclosure (1). Requests shall include description, cost, and sketch of the monument/marker, along with the name and address of the next of kin. **Requests must be submitted and approved prior to the fabrication of the monument/marker.** Monument/marker must meet criteria set forth below. Flat markers, whether stone or bronze, are to be installed flush with the ground. Footstones are no longer permitted.

(a) No individual monument will cost more than \$8,500.00 and will not exceed the following overall (includes die and base) maximum dimensions:

<u>Sections 1-10</u>	<u>Thickness</u>	<u>Width</u>	<u>Height</u>
Upright monuments			
Single-width plot	2'	3'	4 1/2'
Double-width plot	3'	6'	4 1/2'

(b) Details concerning the purchase, transportation, preparation of concrete base, and erection of the monument must be arranged with a commercial concern of the next-of-kin's choice.

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Installation of the monument will be subject to inspection and approval by a representative of the PWO. All costs will be paid by the next-of-kin.

(c) Approval of the erection of a private monument is subject to the following conditions:

1. The next-of-kin must maintain the monument at his or her own expense. This will include the cost of repair and cleaning, which must be contracted for with a private monument firm.

2. Although cemetery personnel will exercise all reasonable care, the monument may be subject to damage in the course of maintenance of the grounds. The Naval Academy will not be held responsible for such damage.

(d) The erection of a monument prior to the interment of an individual is not permitted.

c. Niches

(1) Niches shall not be reserved. Niches shall be assigned sequentially at time of need.

(2) Niches will be assigned by section, in consecutive order, left to right, top to bottom, front to back, beginning with the upper left front niche of the columbarium.

(3) Sponsors, spouses, and children will be placed in the same niche.

(4) The niche is approximately 10 1/4" high x 8 1/2" wide x 10 1/4" deep. Urns to be placed within the niche should be ordered accordingly. No more than three urns will be placed in a niche.

(5) To maintain the columbarium in a uniform and dignified manner, a standard inscription with standard size letters has been established. The family name, which will appear at the top of the inscription, will be in 1 1/4" letters. The first and middle name will be in 1" letters. All other letters and numbers will be 3/4" high. No more than three inscriptions per niche cover will be allowed.

(a) Using enclosure (1), provide the information to be inscribed on the niche cover to the MAC. Information should be typed or printed to ensure it is correct.

Examples:

<u>Veteran</u>	<u>Deceased Dependent</u>	<u>Deceased Sponsor and Dependent</u>
ANDERSON (1 1/4" letters)	ANDERSON (1 1/4" letters)	ANDERSON (1 1/4" letters)
JOHN ALLEN (1" letters)	MARY EDGCOMB (1" letters)	JOHN ALLEN (1" letters)
LCDR USN (3/4" letters)	1933 1987 (3/4" letters)	LCDR USN (3/4" letters)
1930 1987 (3/4" numbers)		1930 1987 (3/4" letters)
		MARY EDGCOMB (1" letters)
		1933 1987 (3/4" letters)

(b) The cost for inscription is currently \$300.00 per person. An inscription constitutes all the information pertaining to the sponsor or dependent. If both inscriptions are engraved at the same time, the cost will be \$600.00. All payments for engraving are payable to the U.S. Naval Academy Alumni Association and should be provided in check or money order form and attached to enclosure (2). The payment shall be mailed to Memorial Affairs Coordinator, U.S. Naval Academy, 101 Cooper Road, Annapolis, MD 21402-5027. The MAC will pass the payment to the Alumni Association and coordinate the engraving with the contractor.

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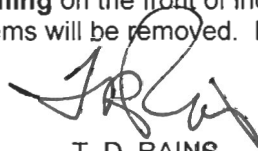
6. Care of Cemetery/Columbarium. Individual gravesites/niches, except for private monuments, will be maintained by the PWO. To maintain a dignified, attractive appearance throughout the cemetery/columbarium, the following regulations are effective:

a. The installation of trees, shrubs, perennials, annuals, bulbs or any other plant material in or around the cemetery or columbarium is no longer permitted.

b. Existing plant material installed by other than the government, must be maintained by said persons. As determined by the PWO, all overgrown, dead, or otherwise unsightly plant material will be removed.

c. Temporary placement (less than 14 days) of decorations, such as wreaths or flowers, on graves or on the sidewalks in front of the niches is allowed. Decorations on graves should be placed close to the monument to avoid interfering with lawn care. Glass or ceramic items of any type are forbidden. As determined by the PWO, all decorations will be removed when they become faded and unsightly. None will be allowed to remain more than 14 days. None will be returned to the owners.

d. **It is not permissible to hang anything** on the front of individual columbarium niche covers. This includes flowers, pictures, flags, etc. All items will be removed. Items will not be returned to owners.



T. D. RAINS
Deputy/Chief of Staff

Distribution:
All Non-Mids (electronically)

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United States Naval Academy Cemetery - Foundation Order

Per USNAINST 11170.1H of [DD MMM YYYY], requests for privately furnished monuments must be in writing and include cost, description, and sketch together with name and address of next of kin. The erection of a monument prior to the interment of an individual is not permitted. Orders for headstones are not to be processed until USNA has confirmed the reservation of the plot and granted this approval. Print or type all requested information. Please submit this form to: Cemetery Administrator, Memorial Affairs, 101 Cooper Road, Annapolis, MD 21402-5047 or for faster service fax to 410-293-4809, ATTN: Sharon Moffatt. For questions regarding this form, please phone 410-293-1101.

Date of Request _____ Please allow _____
Full name of company to install monument

to set the monument or marker on my/our lot, which is Lot # _____, in Section _____ of the United States Naval Academy Cemetery.

- The dimensions of the proposed **monument** (upright) are:
 Thickness _____ Width _____ Height _____
(Depth) feet-inches feet-inches feet-inches
- The dimensions of the proposed **marker** (flat) are:
 Length _____ Width _____ Height _____
feet-inches feet-inches feet-inches

Cost of memorial (approximate): _____

Description (attach sketch if memorial is unusual): _____

Lot reserved under the name of _____
(First) (Middle) (Last)

Requestor (next of kin) _____
(First) (Middle) (Last)

Address _____

Telephone _____

Requestor's Signature _____

Name of company to install monument _____

Point of contact _____
(First) (Middle) (Last)

Telephone/FAX*() _____
*include FAX number if you wish the approval be sent via fax versus mail

DO NOT USE SPACE BELOW

Above request has been approved. Date _____

Signature of approving official _____

Location of monument has been marked with a wooden stake.

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COLUMBARIUM NICHE COVER INSCRIPTION INFORMATION

- a. If the person being inurned is the one who served in the military, fill in lines 1 through 7.
- b. If the person being inurned is the spouse or child, fill in all blocks but # 7.
- c. The fee for inscription is \$300.00/person which includes perpetual care.
- d. Please keep a copy for your records.
- e. Please type or print clearly.

1. **ELIGIBILITY CATEGORY** - USNA class year, ie: 1969

2. **LAST NAME OF SPONSOR** - USNA graduate

3. **SPONSOR'S FIRST NAME**

MIDDLE (OR MAIDEN) NAME

4. **RANK**

5. **SERVICE** - USN, USMC, etc.

6. **DATE OF BIRTH**

7. **DATE OF DEATH**

8. **FIRST AND MIDDLE (OR MAIDEN) NAME OF SPOUSE OR CHILD** (include rank and branch of service when applicable)

9. **DATE OF BIRTH**

10. **DATE OF DEATH**

RETURN TO:

Sharon L. Moffatt
 Memorial Affairs Coordinator
 U. S. Naval Academy
 101 Cooper Road
 Annapolis, MD 21402-5027
 Phone: (410) 293-1101
 Fax: (410) 293-4809
 DSN: 281-1101
 E-mail: moffatt@usna.edu

NAME OF PERSON COMPLETING FORM

Please print clearly

SIGNATURE OF PERSON COMPLETING FORM**NICHE #:**

Will be filled in by Memorial Affairs Coordinator